

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF PLANT MANAGEMENT,
Engineering Department

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1. PROJECTS FILES

Size: Letter size

Dates: 1950 - -

Quantity: 7 file drawers

File Arrangement: By school, subject or project

The Projects Files contain correspondence, and technical reports, and papers and plans, covering projected work, work-in-progress, and completed jobs. The material in this file is composed of two classes of current working records, each with different retention periods, as follows:

Class I. Permanent Records

- Agreements or Successful Bids (Transferred later to General File)
- Bids-Accepted (Transferred later to General File)
- Blue Prints (1 set only)
- Contractors' Bonds
- Proposals (on accepted bids)
- Specifications

A. RECOMMENDATION: CLASS I - RETAIN PERMANENTLY.

Class II. Term Records (Periodic Disposal

Direct Prints from Tracings
Memoranda
Presentations
Work Papers

B. RECOMMENDATION: CLASS II - RETAIN FOR FIVE YEARS AND THEN DESTROY.

2. ORIGINAL TRACINGS AND TRACING COPIES

Size: 40" x 36" (average)

Dates: 1900 - -

Quantity: 181, map drawers, 12 bins, 25 rolls

File Arrangement: By school or project

Disposable Amount: 120 cubic feet

This file is composed of original tracings and copies of tracings including: Blue prints

Construction tracings

Elevations

Original drawings and sketches

Property tracings

In some instances tracing copies exist for which there are no original tracings; such copies should be retained permanently. Included with this file is the "Working File" composed of tracing copies, elevations, and blue prints which are annotated and cover future, current, and closed projects. The information on closed projects is of value in current work and such projects may be re-activated by additions or alterations. This file should be permanently retained.

- A. RECOMMENDATION: RETAIN ORIGINAL TRACINGS, DRAWINGS, AND SKETCHES PERMANENTLY.
- B. RECOMMENDATION: RETAIN PERMANENTLY, WORKING FILE AND TRACING COPIES FOR WHICH NO ORIGINAL TRACINGS EXIST.
- C. RECOMMENDATION: DESTROY ALL OTHER TRACING COPIES AFTER FIVE YEARS.